

**LOS ALAMITOS
ARMY AVIATION SUPPORT FACILITY**



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**STANDARD
OPERATING
PROCEDURES**

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DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
LOS ALAMITOS ARMY AVIATION FLIGHT FACILITY

4612 DOOLITTLE AVENUE, BLDG 913
LOS ALAMITOS, CALIFORNIA 90720

LAAASF-CR (95)

8 January, 2003

MEMORANDUM FOR RECORD

SUBJECT: Los Alamitos Army Aviation Flight Facility (LAAASF) Standard Operating Procedures (SOP)

1. This memorandum establishes the method for implementation, maintenance, and update of the LAAASF SOP.
2. The LAAASF SOP sets forth administrative and operations procedures necessary for routine daily business necessary to support assigned units and safely accomplish State or Federal missions outside the scope of supported units' capabilities.
3. A master (MS Word) copy of the SOP will be maintained by Operations and posted to the facility web site at <http://www.calguard.ca.gov/aasf1> in Portable Document Format (pdf). The revision number indicated on the website should match the revision number on the document. If the posted revision number indicates a date later than the hard copy, the website revision takes precedence.
4. The Facility SOP is intended to be a "living" document in that it should reflect the changing needs and regulatory guidance necessary to accomplish our mission. In an effort to reduce reproduction costs and allow dynamic change, individuals and sections are highly encouraged to print only those portions of the SOP necessary to accomplish specific tasks.
4. Questions or recommendations for improvement should be addressed to the respective POC for the specific section. Once implemented, official modifications will be integrated into the SOP and posted to the website with the appropriate revision date.
5. POC is the Facility Operations Officer at 562-795-1103 (DSN: 972-1103).

///ORIGINAL SIGNED///
M.A. LASCANO
MAJ, AV, CA-ARNG
Facility Commander

CF:
CAAO
Each Supported Unit Commander
40th Aviation Brigade Commander
Each Facility Commander

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